

S-E-C-R-E-T

~~CONFIDENTIAL~~

5 December 1957

MEMORANDUM FOR: Director of Training

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FROM : Deputy Chief, Plans and Policy Staff

SUBJECT : Weekly Activities Re

A. COMPLETED PROJECTS

1. Comments on Suggestions

At the request of DDTR, prepared OTR position on two suggestions received from Executive Secretary of the Suggestion Awards Committee.

2. Records Report

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Submitted a report on current files and records as requested by the Area Records Officer.

3. Survey of Training

Final report on previously approved A & E courses has been completed.

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B. PROJECTS IN PROCESS

1. Review of

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The original draft of findings of a survey on the responsibilities of the DTR is being coordinated with School Chiefs prior to submission.

2. Survey of Training

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The report on the survey of on-the-job training in the Medical Office will not be completed until returns from leave.

3. Revision of Administrative Procedures Course and Clerical Orientation Course

The C/IS has requested continued coordination on the implementation of the revision of the Administrative Procedures Course and the Clerical Orientation Course.

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SUBJECT: Weekly Activities Report #49

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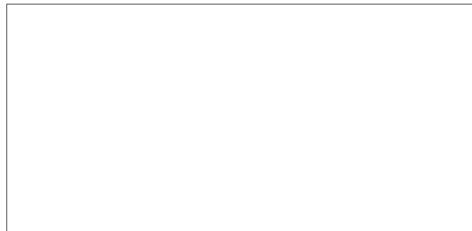
C. PERSONNEL

1. [] is presently on military leave and will return to duty on 10 December.

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2. [] is on annual leave until 16 December. While on leave [] is attending the course at FSI.

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